

MONROE COUNTY

JOB DESCRIPTION

Position Title: GIS PLANNER

Date: 04/27/2005

Position Level: 9

FLSA Status:

Class Code: 1144

GENERAL DESCRIPTION

Primary function is to support and assist staff, using the GIS and other microcomputer systems to prepare and update spatial and other digital data, and prepare and update maps and other drawings. Responsible for the organization and availability of all maps and aerials, and drafting changes to official maps in response to map amendments and boundaries determinations.

KEY RESPONSIBILITIES

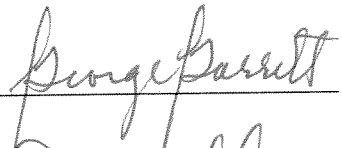
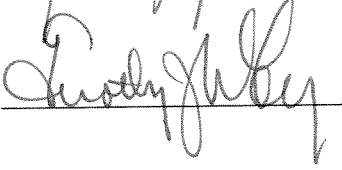

1. *Work with ArcGIS tools to develop GIS resources for Growth Management and other County staff.
2. *Use of cartographic theory and design principles to develop map layouts and design.
3. *Assists in Quality Control of map products and GIS data.
4. *Maintains official maps, drafts changes made to maps and distributes accordingly.
5. *Maintains aerial photography library.
6. *Researches and handles consultant and public requests and inquiries regarding current and historical map information, technical data and other related planning data and reports.
7. *Inputs spatial and digital data into the GIS.
8. *Prepares maps under the direction of the Comprehensive Planning Staff for comprehensive plans and special reports.
9. *Participates in public outreach efforts.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required in Geography, GIS, Planning, or Equivalent. Knowledge of relevant computer programming language helpful – C Plus, Visual Basic, etc.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>Other:</i>	Ability to use and interpret aerial photography helpful. Knowledge of Visual Basic helpful. Required: Knowledge of cartographic theory and design principles. Knowledge and skilled in use of Windows and ArcGIS.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: <u>George Garrett</u>	Signature: 	Date: <u>4/27/05</u>
<i>Division Director:</i>		
Name: <u>Timothy McGarry</u>	Signature: 	Date: <u>4/29/05</u>
<i>County Administrator:</i>		
Name: <u>Thomas Willi</u>	Signature: 	Date: <u>6/23/05</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____